

**General Services Administration
All Applicant Data Report
Announcement Number: 1805002LBMP
Position Title: Supervisory Contract Specialist
Staging Area Number: SA-GSA-0001**

Name: CINDY MERAZ
SSN: ***-**-3240
MIDX: 000100450
Address1: 6014 S Kilbourn
Address2:
City: Chicago
State: Illinois
Country: United States
Post Code: 60629
Plus4:
Telephone 1: Day Phone - 773-8524450
Telephone 2: Mobile - 3128487910
Email: cindy.meraz@gsa.gov
United States Citizen: Y
Veterans' Preference: NV
Military Service Dates (Start of Service - End of Service):
Location(s) Applied to: Location Negotiable After Selection(US)

Vacancy Questions and Responses

What locations do you wish to apply to?

Location Negotiable After Selection(US)

What Grades do you wish to apply to?

14

Grade: 14

1. Please select from the choices below, the option that you are utilizing to meet the GSA Mandatory Training requirements described above. Your response will be verified with the training certificates/documentation submitted (see "Required Documents" section of the vacancy announcement for details on how to submit required documentation).

Answer (0.00 points):

2. Option B - I possess a current FAC-C, or DAWIA Level II or higher contracting certification and understand that I must attach documentation of this certification. If it has been two years or more since the date of certification, I will also submit documentation of CLPs earned to maintain my certification.

2. Please select one of the choices below that accurately describes the basis on which you qualify:

Answer (0.00 points):

1. I meet all of the following: (a) four years of contracting experience, including one year of specialized experience equivalent to the GS-13 level as defined above; (b) completion of all mandatory training required by GSA; and (c) completion of a 4-year course of study leading to a bachelor's degree, including or supplemented by at least 24 semester hours in the academic fields described above.

3. Your response to this question provides information on what basis, if any, you may require consideration for a waiver. Please select the choice(s) below that describe the basis for your request for a waiver:

Answer (0.00 points):

4. None of the above.

4. I understand that if I do not submit all of the required documentation necessary to confirm that I have met all of the training and education requirements for this position, my application will be marked as incomplete and I will not be considered for this position. This documentation includes certificates to confirm completion of all of the Course Requirements as described above OR a current FAC-C or DAWIA Level II or higher contracting certification. If it has been two years or more since the date of certification, I will also submit documentation of continuous learning points (CLPs) earned to maintain the certification. I will also submit transcripts showing completion of

**General Services Administration
All Applicant Data Report
Announcement Number: 1805002LBMP
Position Title: Supervisory Contract Specialist
Staging Area Number: SA-GSA-0001**

a 4 year course of study leading to a bachelor's degree, including or supplemented by at least 24 semester hours in the academic fields described above. I understand that I may not currently possess all of the documentation stated above if I am applying as a waiver eligible.

Answer (0.00 points):

1. Yes

All Grades

1. This announcement is only open to current GSA employees and specific current or former Land Management Agency employees as described in the "Who May Apply" section of this announcement. Other applicants will not be reviewed or considered. Select the one choice that applies to your application for this announcement.

Answer (0.00 points):

1. I am a GSA employee.

If you answered **I am a GSA employee.** then answer the following questions.

1.1. GSA's Associate Performance Plan and Appraisal System states that to be promoted within GSA, an employee's most recent rating of record must be at the Level 3 or higher. Which of the following best describes the rating you received on your most recent performance appraisal (rating of record)?

Answer (0.00 points):

2. Level 3 or higher

2. Please check the statements that apply to you, relating to your eligibility for noncompetitive consideration for a full performance level GS-14 position.

Answer (0.00 points):

5. None of the above apply to me.

3. Which of the following best describes your experience reviewing contractual actions to ensure propriety and legality, and conformance with regulations?

Answer (24.00 points):

5. I led or supervised contract specialists responsible for the full range of pre-award and/or post-award functions for contracting; providing technical interpretation and guidance on contract policies and regulations to subordinate contract specialists for contracts with precedents and for those procurements with no precedents available.

4. I have performed the following leadership functions in work unit or team assignments:

Answer (24.00 points):

1. Set standards, expectations, and deadlines
2. Developed, updated, and executed portions of operating budgets
3. Planned the work to be assigned to employees
4. Established work schedules and worksite assignments
5. Assigned tasks and responsibilities to employees
6. Reviewed completed work for technical adequacy and timeliness
7. Followed up with employees to assure timeliness in meeting milestones
8. Resolved conflicts, differences, or problems
9. Coached and mentored employees to achieve desired results
10. Reported progress to senior management
11. Implemented work completed
12. Evaluated the effectiveness of completed assignments or projects

5. Carefully review the choice descriptions below, and select the one choice that accurately describes your regular and frequent experience in providing guidance, interpretation, or information on acquisition policies and procedures. You will be asked to provide contact information on the supervisor that can substantiate the choice you select.

Answer (24.00 points):

1. Functions as an agency spokesperson to provide expert, authoritative guidance,

General Services Administration
All Applicant Data Report
Announcement Number: 1805002LBMP
Position Title: Supervisory Contract Specialist
Staging Area Number: SA-GSA-0001

interpretation, or information on a wide range of issues related to one or more specialized areas of contracting. Expertise is sought by and given to top-level government, industry, congressional staff or committees members.

6. Which of the following most accurately reflects your highest level of experience that demonstrates your potential to lead a team or participate in the management of an organization?

Answer (24.00 points):

3. I have held a position or positions with supervisory responsibilities which included developing goals, milestones, and work plans, balancing and distributing employees' workload, evaluated job performance, mediated/or negotiating resolutions to employee problems and conflicts, recommended employees for recognition, promotion, developmental training, and recommended or hired new employees.

7. Select the activity level which most closely describes your proficiency level of experience/expertise. These or similar activities should have been carried out on a regular or reoccurring basis with independence and positive results.

Answer (24.00 points):

4. Determines the best way to implement new agency policies or programs by identifying potential roadblocks and involving high-level key players in the implementation; reaches solutions among opposing parties including organized groups or stakeholders outside the agency. Solutions have an agency wide, industry wide or national impact.

8. I have experience independently managing, awarding, and/or administering the following types of contracts:

Answer (30.00 points):

1. Architectural./Engineering Design.
2. Architecture/Engineering Services (other than design, i.e., environmental impact studies, feasibility studies, etc.).
3. Design-Build Construction.
4. Multiple Award, Indefinite Delivery/Indefinite Quantity.
5. Construction Manager as Constructor.
7. Design-Bid-Build Contracting.

9. Please select the choice that best describes your experience reviewing proposed and new policies and procedures for impact on procurement programs and consistency with other directives:

Answer (8.89 points):

2. I have extensive experience reviewing proposed and new policies and procedures for impact on agency-wide procurement programs and consistency with other directives. I have drafted policy and/or procedural documents for use agency-wide; solicited input from stakeholders; analyzed, considered, and balanced the needs of multiple stakeholders with conflicting needs and recommendations; and drafted final policy and/or procedural documents for final implementation.

10. Select the one choice that describes your experience briefing and advising senior management officials on procurement initiatives, strategies, and resolutions to highly complex, sensitive, and controversial problems and on unprecedented areas. .

Answer (13.33 points):

1. I have extensive experience providing technical guidance and direction to others on performing this task as one of the major duties of a position or positions I have held.

11. Select the statement(s) that describe your experience with communications:

Answer (11.11 points):

2. I have facilitated customer briefings to keep customers apprised of contract status (progress/partnering meetings)
3. I was the lead presenter in customer, vendor or peer presentations/briefings on acquisition issues
4. I participated in presentations/briefings to customers, vendors or peers on acquisition

**General Services Administration
All Applicant Data Report
Announcement Number: 1805002LBMP
Position Title: Supervisory Contract Specialist
Staging Area Number: SA-GSA-0001**

issues

5. I created presentations/briefings to customers, vendors or peers on acquisition issues
6. I assisted in the preparation of presentations/briefings for customers, vendors or peers on acquisition

12. Are you currently, or have you been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch?

Answer (0.00 points):

2. No

13. I certify that, to the best of my knowledge and belief, all of the information included in this questionnaire is true, correct, and provided in good faith. I understand that if I make an intentional false statement, or commit deception or fraud in this application and its supporting materials, or in any document or interview associated with the examination process, I may be fined or imprisoned (18 U.S.C. 1001), my eligibilities may be cancelled, I may be denied an appointment, or I may be removed and debarred from Federal service (5 CFR, Part 731). I understand that any information I give may be investigated. I understand that responding 'No' to this item will result in my not being considered for this position.

Answer (0.00 points):

1. Yes, I certify that the information provided in this questionnaire is true, correct and provided in good faith, and I understand the information provided above.

Assessment Questions

GRADE: All Grades

1. PLEASE NOTE: The following question(s) are related to the questions asked previously in this announcement. You can review your responses by using the "Previous" button at the bottom of the screen. Please review and follow the below instructions. Respond to each question. If you do not have related experience, enter "N/A" in the space provided. Your responses to all of the questions in this announcement must be substantiated by the information in your resume. For each web page, the system will time out after one hour of inactivity and your unsaved entries will be lost. If you wish to save your responses and come back later to complete your application, enter placeholder text in each empty text space and select the "Next" button at the bottom of the page. After responding to the following questions, proceed through the rest of the application process and provide any required information and forms. To submit your application, select the "Submit" button at the bottom of the "Application Review" page. You must select the "Submit" button or your application will be considered incomplete and you will not be considered for this vacancy. Once you submit your application, you will be forwarded to the "Confirmation Page". You can choose to download part or all of your application, return to USAJOBS or GSA's Dashboard website from this page. If you return to the announcement and make any changes to your application, be sure to navigate back through the steps and select the "Submit Application" button on the "Application Review" screen to complete your application.

Answers:

2. In order to receive credit for your response(s) to the following question(s), you must describe your experience in the space provided. Please be specific about your role and responsibilities. "Please see resume" is not an acceptable response. Failure to answer the question(s) may affect your eligibility to be considered for this position.

Answers:

3. Describe your highest level of experience that demonstrates your potential to lead a team or participate in the management of an organization. Your response will be limited to 4,000 characters, which is approximately one typewritten page in length.

Answers: Currently, I am the Supervisory Contracting Officer for the Customer Projects Team within the Acquisition Management Division, which provides GSA's internal/external customers with turn-key space delivery procurement solutions. My team awards and

General Services Administration
All Applicant Data Report
Announcement Number: 1805002LBMP
Position Title: Supervisory Contract Specialist
Staging Area Number: SA-GSA-0001

administers an array of contract types such as; Blanket Purchase Agreements for Cost Estimating, Region-wide Repair and Alteration IDIQ, Space Planning IDIQ, Construction, Furniture, Studies, Asbestos Abatement, Move Consulting IDIQs and Move Services, to name a few, ranging in dollar amount from \$5, 000 to \$9 million, all in conjunction with meeting our Small Business goals (such as; small business set-asides, service disabled veterans, women-owned, 8(a) etc.). Providing a full range of highly complex procurement solutions allows GSA to build a stronger relationship with our external customers. Other Regions have contacted the team to request procurement assistance and for examples of our current contracts and procedures due to the effectiveness they have in Region 5. GSA's focus on establishing better relationships with our external customers has been my focus in identifying the best procurement options for our customers. I led the team on taking on all commercial item purchases for our customers and establishing ordering procedures for all of Region 5, which led to the team to being the preferred choice for furniture (as opposed to IWAC). It was also evident that a Region-wide Specialized Repair and Alteration IDIQ and Cost Estimating BPA's were needed in order to focus on our client's needs, this was also an effort led by me. The team's IDIQ's and BPAs are widely used amongst other Contracting Officer in the Region and as samples for other Regions. I am always willing to try new procurement types or creative approaches, within regulations, in order to improve current processes or procedures. In 2010, I was the Technical Services Branch Manager for a period of 4 months, this was the highest position held (GS14), in which I lead multi-disciplinary teams; the Technical Team, Space Planning Team and the Procurement Team, over 30 team members. My experience during that time, led to me implementing standard operating procedures, revising current workload processes and representing the Technical Services Branch to all stakeholders, partners and management.

4. Provide an example of your experience independently managing, awarding and/or administering contracts such as Architectural/Engineering design, Architecture/Engineering services, Design-Build Construction, Multiple award-Indefinite Delivery/Indefinite Quantity, Construction Manager as Constructor, Construction Manager as Agent, Design Bid-Build Contracting, and/or Energy Savings Performance Contracts. Limit your response to 4000 characters which is approximately one type-written page in length.

Answers: As a Contracting Officer I have had experience in awarding and administering, many types of contracts including the ones mentioned in the question; Architectural/Engineering design, Architecture/Engineering services, Design-Build Construction, Multiple award-Indefinite Delivery/Indefinite Quantity, Construction Manager as Constructor and more, many of these projects were unique, urgent, complex or politically sensitive. A recent of example would be the management of the Multiple Award Indefinite Delivery/Indefinite Quantity Contract for Repair and Alteration Services in the region, which included services such as Construction Manager as Constructor and researched the possibility of including design- build. The design- build option was not added but it demonstrates my ability to be creative with our procurement vehicles. The contract was awarded and utilized by the region, it assisted with many ARRA projects and to expedite customer projects. I am currently leading the follow-on procurement for this effort and am constantly seeking ways to improve our procurement vehicles. Other contracts types that I have personally awarded, administered or managed are; Blanket Purchase Agreements for Cost Estimating, Region-wide Repair and Alteration IDIQ, Space Planning IDIQ, Construction, Furniture, Studies, Asbestos Abatement, Move Consulting IDIQs and Move Services, to name a few, ranging in dollar amount from \$5, 000 to \$9 million, all in conjunction with meeting our Small Business goals (such as; small business set-asides, service disabled veterans, women-owned, 8(a) etc.). As mentioned, I have an array of experience with different contract types; I am always eager and willing to try new processes that would lead to process improvements.